COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER

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TO: Supervisor Don Knabe, Chairman
           Supervisor Gloria Molina
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           Supervisor Zev Yaroslavsky
           Supervisor Michael D. Antonovich

FROM: J. Tyler McCauley
           Auditor-Controller

SUBJECT: **eCAPS Project Status Report – October, 2004**

These bi-monthly project status reports are to keep your Board apprised of progress in meeting deliverables and identifying issues that may effect the successful implementation of this enterprise application (eCAPS Project). The CIO is providing project oversight and quality assurance during the project.

The main focus of the eCAPS Project for the last two months has been completing the Envision Phase (Design) of the project and the initiation of the Create Phase (Development) and work plans to successfully meeting the July, 2005 go-live date.

Project Status

Project On Schedule:	Yes
Project Within Budget:	Yes
Issues Requiring Attention:	None
CIO Oversight Concerns:	None

The eCAPS Project remains on schedule having completed the Envision (Design) Phase in September and beginning the Create (Development) Phase as planned. No issues have been identified that would delay the successful implementation of the new financial system on July 1, 2005.

The eCAPS Advisory Committee has reviewed and approved recommended software modifications to the Advantage application in order to meet the County's business requirements. A limited of number of these were determined to be additional requirements under the Agreement and will be paid from project contingency funds. Your Board authorized the Auditor-Controller to expend contingency funds for this

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purpose based on a review by County Counsel and review and approval by the Chief Information Office (CIO).

Project Accomplishments This Period

Project accomplishments for the previous two month period include:

- Completed the Upgrade Analysis Document that includes the project's design and planning documents for each of the applications and functional areas such as training, reporting, interfaces, conversions, etc.

- Acquired the production equipment for the new application and began the installation.

- Finalized the updates to the Requirements Traceability Matrix (RTM), which identify how the eCAPS Project will address each of the over 2,200 business requirements identified in the contract.

- Finalized the implementation strategy documents that describe the eCAPS Project's approach in the areas of data conversion, system interface development, end user training, transition/change management, reporting, and software modifications.

- Finalized the software modification list identifying levels of effort associated with completing each software modification and the delineation of County and CGI-AMS responsibilities for completing each modification. The eCAPS Project Team made recommendations on those modifications outside of the scope of the original set of business requirements. The recommendations were reviewed and approved by the eCAPS Advisory Committee on September 23rd.

- Developed a consolidated reports list with priorities. This list will continue to be reviewed during the next several months to best determine how to meet the County's needs for each reporting requirement.

- Updated the Technical Assessment Update delivered at the end of May to address areas such as: the eCAPS Project's Advantage/Cognos integration strategy (including the single sign-on approach), data warehouse sizing, forms printing strategy, etc.

- Developed the project plan and staffing model for the remaining phases of the eCAPS Project based on the consolidated list of modifications and tasks identified in the Fit-Gap Analysis and the individual implementation strategies.

- Made the eCAPS Upgrade Analysis Document available to the eCAPS user community through the eCAPS Website.

- Held the initial meeting of Department Management Committee, consisting of 14 County departments, to discuss training resources and approach.

- Received and installed on the prototyping equipment the latest version of the Advantage Financial software (Version 3.4).

- Held a Department Liaison Meeting on September 22, 2004 to provide an overview of the training approach and the training survey. The departments have been asked

to begin identifying their training needs for use of the eCAPS application in July, 2005.

- Continued to conduct Chart of Accounts and Budget workshops with departments in preparation for development of the Fiscal Year (FY) 2005 – 2006 budget and use of the eCAPS application in July, 2005.

Planned Activities for Next Reporting Period

The eCAPS Project Team's main focus for the next two-month period is to begin the Create Phase of the project plan. Activities include:

- Develop the new Chart of Accounts (COA) and Budget Structures based on the Upgrade Analysis Document. The eCAPS Project Team is holding workshops and some individual meetings with departments to educate them on the enhanced functionality of the new COA and assist them in designing its use to meet their department's needs.
- Completing a detailed work plan which identifies task and dates for the remainder of the project.
- Completing the Agreement change order for provision of the software modifications determined to be additional requirements identified during the design / prototyping phase of the project.
- Completing the installation of the production equipment and the development of the production and test environments.
- Installing the latest upgrade of the Advantage software (Version 3.4) on the production equipment.

Project Issues and Corrective Actions

No issues have been identified, at this time, which will impact the implementation schedule of the project. However, departments will begin to experience a considerable amount of work as they assess the impact of the eCAPS Project design on their business procedures, begin developing changes to legacy applications that will interface with the eCAPS application, identify training needs for their staff, and assist in providing trainers for the project.

Every effort has been made to minimize the size of the change order for software modifications to the eCAPS applications. Sixty-six (66) modifications have been recommended by the eCAPS Project Team and less than 17 will be part of the change order utilizing monies from the contingency allocation.   This will, however, use approximately 50 - 60 percent of the $700,000 in contingency funds available to the project.

CIO Oversight Concerns and Recommendations

None.

JTM:rad

c: Chief Administrative Officer
   eCAPS Advisory Committee
   Information Systems Commission
   County Counsel

Reviewed by:

Jon W. Fullinwider
Chief Information Officer